

Data Elements Collected at Intake Definitions

Intake Date: (MM/DD/YY)

Date on which client's actual admission into the program occurred.

Shelter Bed:

(residential programs only) Vacant Bed/Unit into which the client is being placed.

Primary Worker

Person to whom client is being assigned for case management and referrals. Users may select "Unassigned" in environments where no case worker is assigned.

Referred by:

Was client referred by another agency or are they self-referred?

First Name:

What is client's first name?

Middle Name:

What is client's middle name?

Last Name:

What is client's last name?

Suffix:

(Sr., Jr., III, etc)

Alias:

Does client use a nickname or go by other names?

Birth Date: (MM/DD/YY)

What is client's date of birth?

***Social Security #: (999-99-9999 if unknown)**

What is client's Social Security Number? If client does not have or does not know their complete social security number, enter 999-99-9999.

SSN Data Quality:

Reports the validity of client's social security number.

Gender:

Does client identify as Male, Female or Transgendered?

Ethnicity:

Does client identify as Hispanic or Latino?

Race: (multiple choices)

American Indian or Alaska Native:

A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.

Asian:

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

Black or African American:

A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander:

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Data Elements Collected at Intake
Definitions

White:

A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Date Left Last Permanent Residence:

On what date did client leave the last apartment, room, or house where client lived for three months or more? (if day is unknown, use client's best recollection)

***Zip Code of Last Permanent Address:**

What is the zip code of the apartment, room, or house where client last lived for three consecutive months or more?"

***Residence Prior to Program Entry:**

Where did client sleep last night?

Length of Stay at *Residence Prior to Program Entry*:

*How long has client been sleeping at *Residence Prior to Program Entry*?*

Marital Status:

What is client's current marital status?

***Individual/family Type:**

Is client presenting for shelter or service as an individual or as part of a family?

***# of Children: (age and gender for each child)**

How many children under the age of 18 are accompanying client for service or shelter?

Income Sources:

Over the last month, how much money did client (or client and children) receive from the following sources...?

Non-Cash Benefits:

Over the last month, from which of the following sources did client (or client and children) receive assistance?

***Disabling Condition:**

A disabling condition is defined as "a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual's ability to work or perform one or more activities of daily living."

General Health:

Compared to other people client's age, does client say their health is excellent, very good, good, fair, or poor?

Currently Pregnant:

Is client pregnant? If yes, what is client's due date?

Employment Status:

Is client presently working?

Employment Tenure:

Does client have a permanent, temporary or seasonal job?

Highest Level of School Completed:

What is the highest level of school that client has completed?

Current Student:

Is client in school now, or working on any degree or certificate?"

Post-Secondary Degree :

Has client received any degrees after high school?

Veteran's Status:

Has client ever served on active duty in the Armed Forces of the United States?

Data Elements Collected at Intake
Definitions

Homeless Cause

What is the cause of client's current episode of homelessness?

**# of Episodes of Homelessness (in the last 3 yrs):*

The definition most often used for residential programs is that a new episode of homelessness begins when a person returns to the shelter system after having been out of the system for at least 30 days; if the person has been out less than 30 days, readmissions are considered separate shelter stays within the same homeless episode.

**Homeless Duration:*

How long has it been since client was last housed in a room, apartment or house for more than three months? (i.e., their last permanent residence)

Primary Language:

What is client's primary speaking language?

Services Sought: (check all that apply)

At admission, which services did client express an interest in receiving?

**Homeless Status:*

At Risk – Client is currently living in housing that they secured for themselves, or that is in their own name (mortgage or lease agreement), that they are in imminent danger of losing.

Homeless (HUD Defined) – (1) an individual who lacks a fixed, regular, and adequate nighttime residence; and (2) an individual who has a primary nighttime residence that is-- (A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); (B) an institution that provides a temporary residence for individuals intended to be institutionalized; or (C) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Not Currently Homeless – Client is not presently homeless.

Precariously Housed – Client is living in housing that is not in their name, with no legal agreement dictating the terms of their stay, and they are not certain how far into the future they will be able to stay there (e.g. days or weeks).